

WILDLIFE REHABILITATION GROUP SUPERVISOR JOB AID

Position: Wildlife Rehabilitation Group Supervisor

Section: Operations Section

Mission:

To implement portions of the Incident Action Plan pertaining to long-term rehabilitation of injured or oiled birds and mammals, wildlife release, and monitoring.

Duties:

- ❑ Report to the Wildlife Branch Director for situation briefing and assist in identifying equipment, services and personnel.
 - ❑ Identify leaders for rehabilitation personnel, and inform them of their responsibilities.
 - ❑ Review assignment lists (ICS 204).
 - ❑ Coordinate activities with other groups within the Branch.
 - ❑ Assign specific work tasks to strike team/task force leaders.
 - ❑ Inform all leaders of reporting relationships, communication procedures, and safety requirements.
 - ❑ Prepare equipment acquisition forms for additional equipment and/or manpower, as required.
 - ❑ Prepare shift-rotation schedules, de-briefing meetings, and crew logs for team/task force leaders.
 - ❑ Participate in developing branch plans for next operational period.
 - ❑ Submit situation and resource status information to branch director.
 - ❑ Report special occurrences or events such as accidents or sickness.
 - ❑ Address logistics issues for the transportation, feeding, and care of field workers.
 - ❑ Maintain unit/activity log (ICS 214).
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